



KING COUNTY
Procurement and Contract Services Division
Professional & Construction Services Section
821 Second Ave. MS EXC-FI-1250
Seattle, WA 98104-1598
Phone: (206) 684-1329
Fax: (206) 684-1486

**KING COUNTY PROFESSIONAL AND CONSTRUCTION
SERVICES SECTION
ARCHITECTURE & ENGINEERING ROSTER
APPLICATION PROCESS**

The King County Professional and Construction Services Section is soliciting experienced firms for inclusion on the King County Architectural and Engineering Services Roster ("A&E Roster"). The A&E Roster will be available to all King County departments for solicitation and selection of the services described in the A&E Roster advertisement. In accordance with RCW 39.80 and King County practice, projects that are not solicited off the roster will be individually advertised.

In order to be placed on the A&E Roster, your firm must be licensed in the State of Washington to engage in the lawful practice of your profession as an architectural or engineering firm, (including landscape architecture and professional land surveyor). If you or your firm is so licensed and wishes to be placed on the A&E Roster, complete the attached SOQ questionnaire and return it with (2) two copies to the King County Professional and Construction Services Section, 821 Second Avenue, M/S EXC-FI-1250, Seattle, Washington 98104. If you have questions regarding completion of this form, contact (206) 263-3788. The application may also be downloaded from the King County web page at the following address.

<http://www.metrokc.gov/finance/procure.htm>

Please note that due to space constraints, we ask that **no brochures** be submitted with your statement of qualifications.

Sincerely,

Sien Sok
Administrative Specialist I



KING COUNTY
Procurement and Contract Services Division
Professional & Construction Services Section
821 Second Ave. MS EXC-FI-1250
Seattle, WA 98104-1598
Phone: (206) 684-1329
Fax: (206) 684-1486

☐ FIRM NAME:

☐ ADDRESS:

Date _____

**KING COUNTY ARCHITECTURAL/ENGINEERING ROSTER
STATEMENT OF QUALIFICATIONS QUESTIONNAIRE**

- | | |
|---|--|
| <input type="checkbox"/> Date Firm Established _____ | <input type="checkbox"/> Total Professional |
| Personnel _____ | |
| <input type="checkbox"/> Principal to Contact and Title _____ | <input type="checkbox"/> Total Other Personnel |
| _____ | |
| <input type="checkbox"/> Business Telephone () _____ | |
| <input type="checkbox"/> Business FAX () _____ | |
| <input type="checkbox"/> Email _____ | |

☐ Submittal is for: (check appropriate categories)

- | | |
|---|-----------------------|
| _____ sole proprietorship | _____ home office |
| _____ partnership | _____ branch office |
| _____ limited liability corporation | _____ parent company |
| _____ professional services corporation | _____ other (specify) |
| _____ general stock corporation | |

☐ If your firm is a corporation, provide your Board Registration certificate number _____, or explain why your firm is exempt from this requirement. For questions regarding your certificate number, contact the Washington State Board of Registration office at (360) 753-1153 for Architects or (360) 753-6966 for Engineers. **Do not list your UBI number here.**

- ☐ List each discipline number and title from Attachment A , page 5 of 5, that describes your firm's qualifications:

Discipline Code	Title	Yrs. Experience
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Please answer questions 1 through 12 on separate sheets of paper, making sure to list the item number of each question below.

1. ☐ Former Firm Name(s), if any, & Year(s) Established?
2. ☐ Other offices of the firm (city/state/telephone/number of personnel).
3. ☐ Name/Address/Telephone of Parent Company, if any:
4. ☐ Firm wishes to be considered for projects ranging from: \$_____ to \$_____
5. ☐ If you are an Architect and your firm qualifies as a Professional Services Corporation, list all shareholders and provide a professional license number for each as provided by the Washington State Board of Registration. If you are a sole proprietorship, provide your personal professional license number. If you are a partnership, provide the personal professional license numbers for each partner.
6. ☐ Outline professional liability insurance including limits, coverage and carrier.
7. ☐ Provide a summary of your firm's overall in-house range of **services** (design, inspection, document, production, etc.). Include how each of the discipline codes you listed on page (5 of 5) fit into the your firm's overall range of **service**.
8. ☐ Provide a summary of your firm's overall range of **experience** (experience referring to types of projects, scopes, complexity). For each service provided, include how each of the discipline codes you listed on page (5 of 5) fit into the your firm's overall range of **experience**.
9. ☐ Please comment on your project management approach or philosophy; how do you approach a design problem; what client needs do you consider in design.

If you need additional space, please attach a separate sheet listing remaining disciplines.

10. ☐ Provide a resume for each of your current professional staff, including the name, title, licenses, total years of experience and a summarized description of their overall experience.
11. ☐ Explain your firm's affirmative action plan to include participation by minority and women owned business enterprises into your projects.
12. ☐ Provide a limit of **(2) example projects** for each discipline code your firm has listed on Page (5 of 5) that best demonstrates your firm's qualifications. Complete a **Project Example Form**, Page 3 for each project, including details about the professional staff that participated in each project. If your firm has worked for King County or Metro in the past five years, please include these project examples if they apply to the discipline codes listed on Page 5 of 5.

Project Example Form

Using this general format for your project examples, provide a limit of **(2) Project Examples** for each discipline code you have listed on Page 5. If you do not have two project examples for a particular discipline code, briefly explain why you have listed the discipline code in demonstrating your firm's qualifications. We understand that on some projects, firms may perform only a portion of an overall project, therefore, in such cases, please provide project examples using only the scope of work performed directly by your firm.

☐ **Project Example #** _____

☐ **Project Name, Owner/Agency & Location:**

☐ **Your firm functioned as:**

_____ Prime Consultant
 _____ Sub-Consultant
 _____ Other (Identify)

List the name of Owner's Representative (at time of project), including title and **telephone number**.

List Owner/Agency's (current) location and (current) contact person for project reference, if different from above, including title and telephone number.

- ☐ Discipline Code (Attachment "A") _____
- ☐ Your Firm's Original Contract Price _____
- ☐ Your Firm's Final Contract Price _____
- ☐ Your Firm's Contract Start Date _____
- ☐ Your Firm's Original Contract Completion Date _____

- ☐ Actual Contract Completion Date: _____
- ☐ If actual contract completion date is later than original contract completion, please explain why the delays occurred and how they were resolved.
- ☐ If actual final contract price differs from the original contract price, please explain why.
- ☐ Describe **your firm's specific scope of work** for this project.
- ☐ List your firm's project personnel, listing name, title and project responsibility.

CERTIFICATION

The undersigned certifies that, to the best of his/her knowledge, the information presented in this King County Architectural/Engineering Statement of Qualifications Questionnaire is a statement of facts. The undersigned further certifies that he/she knows of no personal and/or organizational conflicts of interest prohibited under federal, state or local law.

Firm Name: _____

Signature: _____

Title: _____

Date: _____

Notes:

Please submit (1) original and (2) copies of your Statement of Qualifications package.

King County Professional & Construction Services Section will be accepting A&E Statement of Qualifications Questionnaires, dated November 16, 1998, anytime throughout the year. There is **no** submittal deadline.

ARCHITECTURE AND ENGINEERING

1000 _____	Agricultural Engineering
1010 _____	Architecture
1020 _____	Bridge Design Engineering
1030 _____	Bridge Seismic Retrofit Engineering
1040 _____	Chemical Engineering
1050 _____	Civil Engineering
1060 _____	Coastal Engineering
1070 _____	Electrical Engineering
1080 _____	Environmental Engineering
1090 _____	Freeway Design Engineering
1100 _____	Garages/Vehicle Maintenance Facilities Engineering
1110 _____	Groundwater Quality Engineering
1120 _____	Harbor Facilities Engineering
1130 _____	Heating/Ventilation/Air Conditioning Engineering
1140 _____	High Occupancy Vehicle/Busway Design Engineering
1150 _____	Historic Architecture
1160 _____	Industrial Engineering
1170 _____	Instrumentation Engineering
1180 _____	Landfill Engineering
1190 _____	Landfill Gas Engineering
1200 _____	Landscape Architecture
1210 _____	Mechanical Engineering
1220 _____	Mining/Metallurgical Engineering
1230 _____	Park & Ride Facilities Engineering
1240 _____	Professional Land Surveying
1250 _____	Rail Design Engineering
1260 _____	Recreational Facilities Engineering
1270 _____	Road/Street Design Engineering
1280 _____	Seismic Design Engineering
1290 _____	Soils/Geotechnical/Geological Engineering
1300 _____	Storm Drainage Facilities Engineering
1310 _____	Structural Engineering
1320 _____	Traffic Signal Design Engineering
1330 _____	Transit Base Engineering
1340 _____	Transit Center/Station Facilities Engineering
1350 _____	Transit Parking Structure Engineering
1360 _____	Transit Design Engineering
1370 _____	Transit Shelter Engineering
1380 _____	Transit Systems Design Engineering
1390 _____	Treatment Plant Engineering
1400 _____	Trolley Systems Design Engineering
1410 _____	Tunnel Design Engineering
1420 _____	Value Engineering
1430 _____	Wastewater Facilities Engineering - Pump Stations
1440 _____	Wastewater Facilities Engineering - Regulator Stations
1450 _____	Wastewater Facilities Engineering - Sanitary Sewer Systems
1460 _____	Wastewater Facilities Engineering - Treatment Plants
1470 _____	Wastewater Facilities Engineering - Underground Pipelines
1480 _____	Wastewater Facilities Engineering - Underwater Pipelines
1490 _____	Wastewater Treatment Engineering
1500 _____	Water Facilities Engineering
1510 _____	Water Supply Engineering
1520 _____	Water Quality Engineering
1530 _____	Technical Data/CADD Process Engineering
1540 _____	Construction Management